



**WAKE COUNTY BOARD OF EDUCATION**  
**Work Session**

**PRECIS**

**SUBJECT/TOPIC**

Board Policy 6203: Transfer of School Assignment  
Second Reading

**DEPARTMENT, BOARD/STAFF LIAISON(S), AND ANY PRESENTERS FROM  
OUTSIDE THE DISTRICT**

Judy Pepler, Chief Transformation Officer  
Laura Evans

**BACKGROUND**

Board Policy 6203 was last revised in 2010. Since that time the school district has implemented a new Proximity Choice Selection Plan. The Board of Education discussed Policy 6203 in a work session held on Tuesday, March 27, 2012 and approved First Reading at its Board Meeting on March 27, 2012 with the Board referring the policy to the Policy Committee.

The Policy Committee met on Wednesday, April 18<sup>th</sup>, and proposes the attached changes to the policy.

**FISCAL IMPLICATIONS**

None at this time.

**SAVINGS**

N/A

**NEXT STEPS / RECOMMENDATIONS**

Discussion and Board input for approval at the Board Meeting on April 24, 2012



A written request for transfer of a student to another school may be submitted by the parent or court-appointed custodian within ten days of receipt of official school assignment on a form provided by the school system available at any school, central office, or school district website. ~~Instructional needs of the student, building capacity, and classroom capacity shall. The best interest of the child, the orderly and efficient administration of the public schools, the proper administration of the school requested, and the instruction, health and safety of the students there enrolled will~~ be factors in considering a request for transfer.

#### **A. Deadline for Submission**

Requests for school transfer must be submitted within ten days of the official notice of school assignment. The official notice of school assignment for current WCPSS students is given May 15 each year.

#### **AB. Prioritizing Choices**

A written request for transfer should indicate a priority of school choices. Choice I, Choice II, Choice III schools may be indicated.

#### **BC. Reasons Transfer Requests May Be Granted Approved by the Office of Student Assignment**

Specific ~~reasons for the~~ transfer must be stated. A decision to grant a transfer for a student does not mean that a subsequent request for transfer for a sibling of the student will be granted. Each application for transfer applies only to the student specified in the request and all criteria referenced in Board Policy 6203 will be applied to each individual request. The following will be considered in evaluating requests for transfer:

1. Transfer requests ~~for any reason that contribute to better school utilization~~ may be approved ~~if there is a seat available at the requested school.~~
2. ~~A parent may request a change in school assignment due to hardship reasons related to Before and after school child care for students in kindergarten through grade five, may be considered.~~ Parents may be asked to show evidence that they have no other options available to them.
3. ~~High school students who desire a course of study covering objectives not offered by the school serving their attendance area may be allowed to transfer to another school offering a course of study that includes the requested objectives. Parents will be asked to show evidence of appropriate preparation for the requested course of study, and if the transfer request is approved, the student must enroll in the course of study and maintain good academic standing. The transfer will not be approved if the approval would restrict access to the course of study for students assigned to the requested school.~~
43. A parent may request a change in school assignment due to hardship reasons related to the physical or mental health condition of the student. Health conditions of the student who is severely physically handicapped (e.g., has a serious heart problem or is confined to a wheel chair and needs to attend a school on a single floor) or who has a serious emotional problem may warrant a transfer. Parents may be asked to show documentation from a treating physician or other health provider.

Formatted: Font: Bold

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

Formatted: List Paragraph

Formatted: List Paragraph, Indent: Left: 0.25"

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Left, Indent: Left: 0", Add space between paragraphs of the same style

5. The Superintendent or designee may administratively assign a student to any school in the system when the Superintendent or designee determines that such action is in the best interest of the student and schools affected, and that such action would not contravene the overall intent of the Board's school assignment policies.

65. A transfer may be approved for a child of a school employee to attend the school where his/her parent is employed. If a parent is employed at the requested school, a transfer request for a child may be approved.

76. A calendar transfer may be approved for the child of a school employee to a school in their choice list that matches the calendar of the employee. If an employee requests a transfer to the calendar option a school in their proximity list (for their address) that matches the calendar on which the parent is employed.

8. In the event of a change of domicile during the school year, the parent(s) may request that the student remain in the current school of enrollment for the remainder of the school year as a transfer student through the terminating grade of the school. In the event that the change in domicile causes a change in the student's transportation status, the parents may request assignment to one of the schools in the proximity list for their new address. The student may be assigned to one of the schools in their proximity list upon parent request.

9. A transfer may be approved for a student attending a magnet or calendar option school whose parent(s) apply to return to the base school assignment during the ten day transfer application period.

407. In the event of a change of domicile during the school year, the parent(s) may request that the student remain in the current school of enrollment as a transfer student through the terminating grade of the school. In the event that the change in domicile causes a change in the student's transportation status, the parent may request assignment to one of the schools in his/her proximity list. A transfer may be approved for WCPSS high school students to return to their previously attended school with their previous assignment status when the student returns from an outbound foreign exchange program that has met the standards established by the Council on Standards for International Travel (CSIET) and appears in the current Advisory List of International Educational Travel and Exchange Programs.

1110. A transfer may be approved for WCPSS students to return to their previous school with their previous assignment status when the student is absent for approved education reasons. The absence must be excused in advance using Form 1710.

11. A transfer may be approved if the request is to align the school calendars for siblings in grades Ki-8.

12. A transfer may be approved if the request is to have a sibling assigned to the same school as a student in a regional special education program.

Formatted: Left, Indent: Left: 0", Add space between paragraphs of the same style

Formatted: Left, Space Before: 0 pt, After: 10 pt, Line spacing: Multiple 1.15 li

Formatted: Left, Space Before: 0 pt, After: 10 pt, Line spacing: Multiple 1.15 li

#### CD. Reasons Transfer Requests May Be Denied by the Office of Student Assignment

The administration may deny transfers requested for the following reasons:

1. Applications for transfer which are filed more than ten (10) days after the date of the original receipt of assignment will be denied except for extraordinary or unusual reasons.

2. Applications for transfer to magnet or calendar application schools will be denied if classes at the school are full and priority applicants have not all been placed a waitlist remains in

Formatted: Indent: Left: 0"

Formatted: Font: (Default) Arial, 10 pt, Font color: Black

place for seats at that school.

3. ~~Applications for transfer that would contravene the intent of the Board of Education's current Growth Management Plan will be denied.~~
34. Applications for transfer that cite disagreement with school staff regarding school decisions involving grades, homework, discipline, retention, or class assignment ~~will be denied.~~
45. Applications for transfer when a previous transfer to the same school requested has been revoked.
56. Applications for transfer when there has been a previous falsification of address.

#### **DE. Right To Appeal If The Administration Denies A Transfer Request**

Parents and/or legal custodians who submit a transfer request by the application deadline and are denied by the administration may appeal that decision to a panel appointed by the Board of Education by submitting a written request for appeal within five days of receiving notification of the administration's decision to deny the request. The Board of Education is not limited to the reasons listed in Section B of this policy in deciding whether to approve or deny a transfer request.

#### **EF. No Bus Transportation For Transfer Students**

Reassignment to another school, based upon a voluntary request for transfer, shall result in the waiver of the school system's requirement to provide transportation, and the parent(s) will assume responsibility for transporting the child to and from school. . If the requested school is in the proximity list for the family's address, then school district transportation will be provided. However, if a transfer is granted to a school in the family's proximity list, transportation will be provided. See Policy 7105 E for information regarding making application for transportation for ineligible students.

#### **FG. Transfers Are Valid Through The Terminal Grade Of The School**

All school assignments resulting from approval of voluntary transfer requests will be valid until the child is promoted from the terminal grade of the school or until the transfer is revoked under provisions described below in 6203.J.

#### **G. Concurrent Enrollment**

- ~~In some circumstances, concurrent enrollment in two schools might be appropriate. Under a concurrent arrangement, a student would be allowed to participate in extracurricular activities at the base school.~~

#### **H. Transfer Students May Not Be Allowed To Participate In High School Athletics Without An Approved Appeal for Athletic Participation**

A student who is granted a voluntary transfer away from the ~~base choice~~ school ~~for reasons 3, or 5, in policy 6203.B~~ shall not participate in athletic activities that come under the jurisdiction of the North Carolina High School Athletic Association (NCHSAA) and the State Board of Education for 365 days from the first approved transfer date. The Superintendent or his/her designee may ~~hear~~ review appeals of this section of Policy 6203 and may grant permission for students to participate in athletic activities ~~based upon such hearings~~. The Superintendent shall require written regulation and procedures to govern appeals of this section of Policy 6203.

Formatted: Strikethrough

#### **I. No Subsequent Transfers During A School Year**

Once a transfer has been granted, no subsequent transfer within the same year will be permitted, ~~except when the parent's domicile (permanent residence) changes from one attendance area to~~

another, barring extraordinary circumstances.

**J. Reasons For Revoking A Transfer**

Students granted transfers must remain in good standing with regards to attendance at the school throughout the year. The student must attend school and class, be on time and picked up from school in a timely manner. Failure to remain in good standing or failure to fulfill the specified reasons for originally requesting the transfer may result in revocation of the transfer and the student being assigned to a school in their proximity list for the family's address.

**K. Involuntary-Administrative Transfer**

The Superintendent or designee may administratively assign a student to any school in the system when the Superintendent or designee determines that such action is in the best interest of the student and schools affected, and that such action would not contravene the overall intent of the Board's school assignment policies.

Whenever a student is charged with a criminal offense, either as a juvenile or an adult, the Superintendent or designee, based upon a review of the allegations associated with the arrest or criminal charges and an informal meeting with the student and parent/legal custodian, shall have the authority to effect an immediate involuntary transfer if the Superintendent or designee, based upon a preponderance of the evidence, is of the opinion that peace, health, safety, or welfare of the students or staff of the Wake County Public School System may be disturbed by maintaining the student in his or her current placement the student's parent/legal custodian may request a Board hearing to review the involuntary transfer. Any request for Board review must be submitted to the Superintendent's office within ten days of the notice of the involuntary transfer.

---

Legal Reference: G.S.115C-45(c), G.S.115C-366(b), G.S.115C-368G.S.115C37and G.S. 115C-116.

Adopted: May 4, 1981  
Revised: May 16, 1983  
Revised: November 18, 1991  
Revised: June 21, 1993  
Revised: April 21, 1997  
Revised: July 21, 1997  
Revised: January 10, 2000  
Revised: June 25, 2001  
Revised: May 21, 2002  
Revised: March 18, 2003  
Revised: April 24, 2007  
Revised: June 1, 2010  
Revised: December 7, 2010